2. From the Purchasing tab, click Create, then Purchase Requisition.
3. Complete the following fields.
   a. Title: (ex: Camcor for Sebastian)
   b. Place Order on Behalf of: (your name)
   c. Shipping Address: (To search click the drop down menu, then Search for More.)
   d. Delivery Contact: (ex: Sebastian 305.284.2318)
   e. Default Account: (UM departmental account number, ex: 123456)
   f. Sub Object Code: (3225)
4. Click the Add from Catalog button.
5. In the Catalog field type Camcor and click Search.
6. To enter the Camcor catalog click Camcor.
   Note a Security Warning pop up may appear stating “Do you want to view only the web page content that was delivered securely?”. To view all catalog items, click No.
7. To find an item, type the item #/keyword in the search box and click Go.
8. Type the quantity and click Add to Cart.
9. Repeat steps 7 and 8 for each item needed.
10. Once all items are in the shopping cart click Proceed to Secure Checkout.
11. Items should appear in the shopping cart.
12. Review the requisition and click Submit to begin the approval process.

Questions?

3/2012 mr

Contact the UMeNET help desk at 305-284-4989.